

# ECAR / PPA REQUIRED UPDATES TO DEPARTMENT OF EDUCATION



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## THE BIG 3: PPA, E-APP, ECAR

- **ECAR – Eligibility and Certification Approval Record**
  - Shows school specifics approved by ED
  - Updatable via the E-App
- **PPA – Program Participation Agreement**
  - Required for schools to participate in Federal Student Aid programs; Covers up to 6 years
- **E-App – Electronic Application for Approval to Participate in the Federal Student Aid Programs**
  - The electronic application process

## ITEMS REQUIRING UPDATES

- New locations or academic programs
- Changes to locations, branches or campus
- Changes to third-party servicers
- Loss or change of accreditation
- Teach-outs at a closed school
- Change in ownership
- School closing or files for bankruptcy
- Other miscellaneous changes

## NEW LOCATIONS

- Approval needed if teaching 50% or more of an academic program at any physical site and want federal aid eligibility for students in that program
- Approval of new location by your accrediting agency is required
- Notification is then needed to ED via the E-App
- Once notification of the site is sent to ED and supporting paperwork is mailed, you may begin issuing aid to students at the site *unless...*

## NEW LOCATIONS – RESTRICTED IF...

- The school is
  - provisionally certified
  - on cash monitoring or reimbursement system of payment
  - has acquired assets of a closed school
  - would be subject to a loss of eligibility under the cohort default rate regulations
  - was previously notified by ED that it must apply for approval of sites

## CHANGES TO LOCATIONS, BRANCHES OR CAMPUS

- Changes may include new names, addresses, or zip code updates
- Current information is needed for all locations for which the university is approved to offer 50% or more of an educational program on-site and are aid eligible

## NEW ACADEMIC PROGRAMS

- Must apply for permission to offer new levels of academic programs (example: adding your first graduate level program)
- Once an academic level is approved, no new degrees or majors within that level have to be reported
- Must specifically have approval for all certificate programs your institution offers for which you want aid eligibility

# CHANGES TO THIRD-PARTY SERVICERS

- New contracts with new servicers
- Modified contracts with existing servicers
- Termination of contracts already existing
- If a third-party servicer ceases to provide contracted services, goes out of business, or files for bankruptcy
- Only submit a copy of the service contract if requested to do so by ED



# LOSS OR CHANGE OF ACCREDITATION

- 10-day notification window
- Must notify ED when school begins the accreditation application process with a different agency
- Must also notify ED when the process is complete
- Only after ED approves the change should the school drop its association with its prior accreditor

# TEACH-OUTS OF A CLOSED SCHOOL

- A school that conducts a teach-out can apply to have a closed school designated as an approved additional site of theirs
- The closed site must first be approved as an additional location by the assuming school's accrediting agency

## OTHER MISC. CHANGES

- Change in board members (private schools)
- Change of phone/fax/email of CEO, president, or chancellor
- Change of phone/fax/email of CFO
- Change of phone/fax/email of financial aid administrator

## OTHER MISC. CHANGES

- Change to address for FSA mailings to an address different than the legal street address
- Change to address for FSA mailings to an additional location that is different than the legal street address
- Change of taxpayer identification number (TIN)
- Change of DUNS number
- Reporting foreign gifts
- Change to institution's website address

# COMMUNICATION FLOW

- It is critically important that you maintain a strong communication flow with your President's Office regarding this information
- Similarly staying in the know on new site locations, changes in program offerings and development of certificate programs is essential

## PREPARING FOR AN E-APP UPDATE

- Check with key staff on campus to confirm all changes or updates that are needed.
- Prepare your printed materials beforehand so you know all the updates that need to take place and are ready to submit the documents right after making the electronic application
- Confirm the availability of your President/CEO to sign the required Signature Page to be included with your documentation

# DOCUMENTATION

- Make a cover page on institutional letterhead that lists each of the changes or updates that you will be submitting
- Each change should be individually labeled
- Below that should be a list of each required documentation items, also individually labeled

# DOCUMENTATION

- Common supporting documentation of general eligibility includes:
  - Documents affirming each change being requested
  - Confirmation of state license status
  - Current Statement of Affiliated Status issued by your accrediting agency
  - Documentation of your University's 501(c)(3) designation (if nonprofit)



# DOCUMENTATION: LOCATIONS

- New Locations
  - Include a copy of your accrediting agency's approval of the site(s)
  - Noting the county the new site is located in as well as their Zip+4 address will be helpful when completing your E-App
- Location updates
  - Have a page that explicitly lists the location's information as seen on your last ECAR and note specifically what has changed

# DOCUMENTATION: ACADEMIC PROGRAMS

- If your new academic program or degree level has been approved by your accrediting agency, include a copy of that approval

# DOCUMENTATION: ACADEMIC PROGRAMS

- Also include a page listing the base info that is necessary for ED to certify any new academic program for eligibility including:
  - CIP Code
  - Program name
  - Description
  - Application
  - Credit hours
  - Type of Credits
  - Clock hours (for certificate programs)
  - Duration of weeks
  - Justification for the program
  - Potential Employment outlook
  - Initial enrollment projections

## DOCUMENTATION:THIRD-PARTY SERVICERS

- Clearly list the third-party servicer's corporate information including company name and Zip+4 address
- Also identify a primary contact by name, title, phone number and email address
- Be prepared to explain the type of services provided (a drop down list is on the E-App)
- Contracts do *not* need to be submitted unless later requested by ED

# DOCUMENTATION: ACCREDITATION

- A copy of the initial application for accreditation should be supplied if moving towards using a new entity
- Copies of communications from the accrediting body that indicate loss of accreditation for the institution

## DOCUMENTATION:TEACH-OUTS

- A copy of the contractual agreement being used for teach-out arrangements should be provided
- Information relative to the former institution, the number of students, academic programs being taught and anticipated length of the teach-out are recommended

# DOCUMENTATION: MISC. FOR PRIVATE SCHOOLS

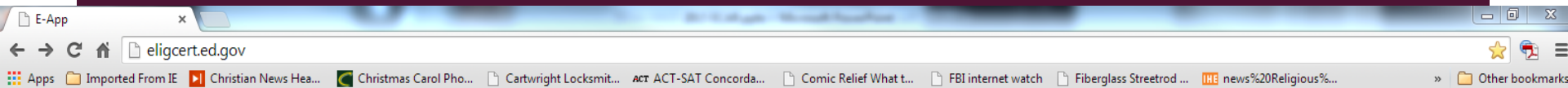
- Board Members
  - Without a clear notification agreement made between the chief financial aid administrator and the CEO/President's Office, these can be missed
- Memo from CEO identifying names and dates of changes to the Board is good documentation
- Identify new CEO/President, new Chief Financial Officer and/or new Chief Financial Aid Administrator within 10 calendar days of their employment

# SUBMITTING AN E-APP

- Go to <http://eligcert.ed.gov/>
- First choice in the top left corner
  - Use the [E-App](#) to recertify or update information
- The Section Index pulls up
- Select Section A, Questions 1-9 link to start
- The Username is your school's full Federal School Code (ex: ED00182200)
- Password is likely your school's Taxpayer ID Number (ex: ED123456789)



# WWW.ELIGCERT.ED.GOV



**START HERE  
GO FURTHER**  
FEDERAL STUDENT AID

**E-App Features**

- Use the [E-App](#) to recertify or update information
- After you finish your application, you must [submit](#) it to ED
- [Check Status](#) of Application
- [Display](#) your Application
- [Display](#) your PPA/ECAR
- Information for [Initial Applicants](#)
- How to [customize your mailing address](#) for Federal Student Aid publications
- [Display a list](#) of the most common changes a school must report

**Other Features**

- Update your [Federal School Code Addresses](#) which are used by the FAFSA
- Instructions for assigning a new [Direct Loan E-Code](#) or deactivating an existing Direct Loan Code

**Resources**

- [Application in PDF](#)  
Note: If the PDF comes up blank, please click the Refresh button twice. (This is a known bug with this Web browser.)
- [Federal Student Aid Handbook](#)  
(See Institutional Eligibility, Vol. 2 for more information on eligibility and updating requirements.)
- [Federal Student Aid Handbook for Foreign Schools](#)
- [ez-Audit](#)  
Submit Financial Statements and Compliance Audits

[Schools Portal](#) | [Feedback](#) | [Privacy](#)

## Welcome to the Electronic Version of the *Application for Approval to Participate in the Federal Student Financial Aid Programs*

Postsecondary institutions use the E-App to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, or to update a current approval.

Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications.

HELP FROM YOUR SCHOOL PARTICIPATION DIVISION	
For help with the Web site, your user ID or password, or in filling out the E-App, please contact the School Participation Division for your state.	
FEDERAL STUDENT AID SCHOOL PARTICIPATION DIVISIONS	
<b>Boston</b> (CT, ME, MA, NH, RI, VT) 617-289-0133	<b>Dallas</b> (AR, LA, NM, OK, TX) 214-661-9490
<b>Philadelphia</b> (DC, DE, MD, PA, VA, WV) 215-656-6442	<b>Kansas City</b> (IA, KS, KY, MO, NE, TN) 816-268-0410
<b>Atlanta</b> (AL, FL, GA, MS, NC, SC) 404-974-9303	<b>San Francisco/Seattle</b> (AZ, CA, HI, NV, Pacific, AK, ID, IN, OR, WA) 415-486-5677
<b>Chicago/Denver</b> (IL, MN, OH, WI, CO, MI, MT, ND, SD, UT, WY) 312-730-1511	<b>New York</b> (NJ, NY, PR, Virgin Islands) 646-428-3750
Foreign School Participation Division 202-377-3168	

[Privacy Policy](#)

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⌘ After you finish your application, you must [submit](#) it to ED



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Submit Financial Statements and Compliance Audits

## SUBMITTING AN E-APP: SECTION A

- After logging in, answer question #1 indicating why you are submitting an application
  - Initial Certification
  - Change in institutional ownership or structure
  - Recertification
  - Designation as an eligible institution
  - Reinstatement
  - Update Information
- Check all that apply to your submission

# SUBMITTING AN E-APP: SECTION A

- **Update Information** options commonly used:
  - Accrediting Agency
  - Additional Location
  - Address Change
  - Board of Directors
  - Degree Program
  - Financial Aid Administrator
  - Name Change
  - Nondegree/ Vocational Program
  - Officials/Directors of Institution
  - Third-Party Servicer

## SUBMITTING AND E-APP: SECTION A

- Affirm your school has no other name
- Affirm whether your school has had another name in the past four years
- Must hit “OK/Save Data” at the bottom of each page

## SUBMITTING AN E-APP: OTHER SECTIONS

- Select the Section you wish to update and answer the questions therein. Sections include:
  - Accreditation -- State Authorization
  - Institutional Control -- For-profit institutions
  - Education programs -- School locations
  - Correspondence courses -- Third-Party Services
  - Initial applications
  - Foreign institutions

# SUBMITTING AN E-APP: OTHER SECTIONS

- Section K: Administrative capability
  - Must check off all questions in this section affirming your administrative capability before submitting
- Section L: CEO/President Signature Page
  - Must be completed to make submission valid
- Section M:
  - Lists all documents that must be submitted
  - This is also the section with the Submit button

## SUBMITTING AN E-APP

- Emphasis will be shown that you must hit the “Submit” button to send your E-App
- Right before final submission your data to be updated will be shown; *read it over very carefully* to ensure all is as you want to submit
- Hit “Submit” and print off the resulting filing confirmation page which shows the date and time of your filing; keep this for your records



# MAIL DOCUMENTATION

- Present CEO/President a Memo summarizing the changes being made along with the Signature Page for them to sign (this can be signed electronically)
- Be prepared to discuss the changes if asked
- Scan a copy of all materials to be submitted
- Send all documentation (cover letter and docs) to US Department of ED in Washington, D.C. (at address provided)
  - use *certified* mail

# PPA RENEWAL

- Use the same steps as you would for a normal ECAR update
- Methodically review every question of each section to ensure all info is accurate
- Additional documents you must supply include:
  - Admissions Policy
  - Satisfactory Academic Progress Policy
  - Tuition Refund Policy
  - Return of Title IV Aid Policy

## CHECKING E-APP STATUS

- You may check the status of your E-App at any time from <http://eligcert.ed.gov/>
- Typically takes 35 – 45 days for updates to occur
  - This may stretch for months for a PPA Renewal
- You and the CEO/President will be notified by email when complete or if additional info is needed
- Once completed, notify all interested parties on campus of the updates that have been made

## COMPLETED ECAR UPDATE

- From <http://eligcert.ed.gov/>, near the bottom of the links on the left side, choose “PPA/ECAR”
- From the selections offered, choose “Eligibility and Certification Approval Report (ECAR)” in order to see your new ECAR in its entirety
- By highlighting all you can copy and paste into Word to keep an electronic copy for your records
  - I recommend using “Landscape” orientation and “Narrow” margins to ease readability

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# **QUESTIONS?**

## **ECAR / PPA REQUIRED UPDATES TO DEPARTMENT OF EDUCATION**

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